

[Insert company or personal letterhead, or type your name and address]

## PURCHASE ORDER

**Date:** January 27, 1997

**P.O. No.:** [xxxxxx]

**Requested by:** [Name]

**Terms:** [e.g. Net 30 Days]

**Supplier:**

[Mr/Ms] [First Name] X. [Last Name]  
[Position]  
[Company]  
[Department]  
[Division]  
[Address 1]  
[Address 2]  
[City], [St/Prov], [Country] [ZIP/POSTAL]

<u>Item</u> <u>No.</u>	<u>Qty</u>	<u>Description</u>	<u>Unit Price</u>	<u>Amount</u>
[xxxxxx]	[x]	[x]	0.00	0.00
[xxxxxx]	[x]	[x]	0.00	0.00
[xxxxxx]	[x]	[x]	0.00	0.00
[xxxxxx]	[x]	[x]	0.00	0.00
[xxxxxx]	[x]	[x]	0.00	0.00
			<b>Taxes</b>	0.00
			<b>Total</b>	0.00

**Subtotal**     \$[x.xx]

**Sales Tax**    \$[x.xx]  
**Shipping**    \$[x.xx]  
**Total Due**   \$[x.xx]

**Instructions:**

*Please ship to [include any shipping instructions e.g. the above address, the address on the letterhead, another address, special instructions]. Please direct any inquiries to [Contact Name] at [Contact's Phone Number].*

**Per:** [Authorization Signature]      **Date:** [Authorization Date]